

Annual SWIP Reports Year 2

This document is to help all Solid Waste Management Entities (SWMEs)—including districts, alliances, and towns—understand the Agency’s expectations for completing their Annual SWIP Reports.

GUIDANCE FOR YEAR 2 REPORTING

(Report due July 1, 2017 for activities performed during calendar year 2016)

How are SWIP reporting years tracked?

ANR is using the MMP five-year term as a framework for designating reporting years:

Calendar Year	SWIP Term Year	Report Due
2015	Year 1	July 1, 2016
2016	Year 2	July 1, 2017
2017	Year 3	July 1, 2018
2018	Year 4	July 1, 2019
2019	Year 5	July 1, 2020

When does my SWIP Year 2 term begin?

SWMEs were expected to begin Year 2 SWIP activities at the beginning of calendar year 2016 (i.e. January 1, 2016), regardless of when their SWIP was approved. Year 2 requirements are due and should be reported by July 1, 2017. All SWMEs will be on the same schedule.

What if I’m behind schedule with meeting my SWIP requirements?

If your SWIP was approved after the original due date of June 18, 2015, it was behind schedule, and you may be playing catch-up on meeting your SWIP requirements. In response to Year 1 reporting, the Agency has been in contact with each SWME that was behind, and has specified what is required to catch up. Those requirements are also due July 1, 2017.

What are the minimum requirements for the Year 2 report due July 1, 2017?

Your approved SWIP is the best guide for what is required during Year 2. For your convenience, use the attached checklist to assist you in preparing your Year 2 annual report.

What timeframe do I use when reporting disposal and diversion data?

SWMEs should use calendar year 2016 data (Jan. 1, 2016 – Dec. 31, 2016) for the regional disposal and diversion calculations included within their Year 2 SWIP report. The data required in any annual SWIP report should be sourced from the previous calendar year. Remember that disposal data is required every year, whereas diversion data is only due every other year. In other words, diversion data only needs to be reported for Years 2 and 4.



What are the HHW/CEG requirements each year?

Calendar Year	SWIP Term Year	H4 Requirement: Convenience Standard
2015	Year 1	Minimum of 2 events <u>or</u> access to permanent facility year-round
2016	Year 2	Minimum of 2 events <u>or</u> access to permanent facility year-round; Ensure year-round collection options* exist for: batteries, fluorescent lamps, mercury thermostats, 1-20 lb. propane tanks, electronics, paint, and used oil.
2017	Year 3	Minimum of 3 events <u>or</u> access to permanent facility year-round; Ensure year-round collection options* exist for listed materials
2018	Year 4	Minimum of 3 events (with more required if 15 mi. radius clause not met) <u>or</u> access to permanent facility year-round; Ensure year-round collection options exist for listed materials
2019	Year 5	Minimum of 4 events (with more required if 15 mi. radius clause not met) <u>or</u> access to permanent facility year-round; Ensure year-round collection options exist for listed materials

* Year-round collection options for listed HHW/CEG materials can exist at transfer stations or business locations such as a hardware store.

How do we report requirements that only happen once?

Certain standards are one-time activities, and do not need to be reported on an annual basis. For example, the survey only needs to happen during Year 1 and Year 5. These items will appear on the reporting form in Re-TRAC, but may be locked until the reporting year when it is required.

Do I need to upload all of the outreach materials used in the past calendar year?

No. You can upload examples of your most popular outreach materials into Re-TRAC, but you do not need to upload a compendium of all resources used and distributed. However, please note that all outreach materials must be kept on file to confirm compliance.

How do I submit my school and business outreach spreadsheet?

Last year, each SWME was sent a Microsoft Excel spreadsheet with schools and businesses from their region populated on it. Some SWMEs found this list useful to track their contacts and findings. Other SWMEs used their own tracking systems or created their own documents. Each SWME must again submit a list of their school and business outreach contacts and findings with the annual SWIP report. This document can be either the provided spreadsheet, or one of their own design. There is also a simplified version available for those who are interested, let us know and we can send one to you.

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YEAR 2 Annual SWIP Report CHECKLIST

(Report due July 1, 2017 for activities performed during calendar year 2016)

Re-TRAC Connect login page: <https://connect.re-trac.com/login>

- ☐ Disposal Rate Calculation
- ☐ Diversion Rate Calculation and description of methodology used
- ☐ Link to SWIP on website
- ☐ Hold a public meeting (Required Year 2 and Year 5)
 - Post minutes online
- ☐ Link to A-Z guide on website
- ☐ VRP program description
 - Compliance assessment
- ☐ Number of Haulers servicing the region
 - List any updates since last annual report
- ☐ Outreach to at least 10% or 2 schools (whichever is greater)
 - If minimum was not met in Year 1, total of both years' requirements must be completed (see ANR response letter)
 - Upload the Business/School Outreach Tracking Sheet
- ☐ Outreach to public for all materials in MMP and UR Law using at least two different multi-media methods
- ☐ Outreach to at least 2% or 20 businesses (whichever is greater)
 - If minimum was not met in Year 1, total of both years' requirements must be completed (see ANR response letter)
 - Upload the Business/School Outreach Tracking Sheet
- ☐ Provide technical assistance on waste reduction for special events
- ☐ List options for textile reuse and recycling
- ☐ Collaboration with local food rescue groups and list options in region
- ☐ Indicate locations of existing facilities for leaf and yard collection, and clean wood
- ☐ At least one key message on C&D waste reduction
 - Reminder: asphalt shingles and drywall recycling required by end of Year 5
- ☐ Access to a permanent HHW facility or 2 events
- ☐ Access to year-round collection for additional MMP-specified materials
 - Batteries, Fluorescent bulbs, Mercury Thermostats, Electronics, Paint, Used Oil, 1 & 20 lb. propane tanks, Tires
 - Upload a list of locations
- ☐ Re-TRAC "Annual HHW/CEG Report" for CY2016
- ☐ Baseline HHW participation rate for CY2016

